

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Officer Vacancy
Statewide Vacancy Announcement

1 POSITION

Announcement Number: 058-13		Opening Date: 4 February 2013	Closing Date: 12 March 2013
Position Title: Assistant S-3/Training, Operations, and Liaison Officer	UIC/TDA/UMR Para/Line Number: WQRXT0/106-01	DMOS/Branch: 15AB2 / AV	Maximum Grade: O2 Minimum Grade: O1
BDE/Unit Name and Address: SRCOM: 40TH CAB HHC 1-140 TH AVN BN (ASSLT) 4640 Saratoga Ave Ste 105 Los Alamitos, CA 90720		Selecting Official: AO, 40 th Combat Aviation Brigade	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC		Minimum Education Requirements: <ul style="list-style-type: none"> Must be a graduate of Aviation OBC Must be a graduate of Initial Entry Rotary Wing training 	

Note: Statewide means: Must be a Current California Army National Guard member in order to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Officer or Warrant Officer who has not received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Officer must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Officer must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Officer must currently meet the security clearance requirement.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

This position is in the S3 shop (with duty at the Los Alamitos Army Aviation Support Facility) and will function as the Liaison and Assistant Training/Operations Officer for an Assault Helicopter Battalion and will be focused on the coordination of aircrew training that supports the Battalion's training plan. Duties include but are not limited to: Planning, organizing, monitoring, assessing and executing tasks on matters of aviation resource management, doctrinal training, and flight operations. As the flight facility representative, coordinates with the Battalion's Company Commanders and Battalion S3 to ensure their training goals are being met. Synchronizes external mission support requests in support of the aircrew training program. He/she maintains current personnel aviation readiness, assures that personnel services such as orders, evaluations and reports are processed correctly; develops training programs and evaluations under the guidance of the Commander; obtains resources for executing plans; oversees unit and individual aviation training plans; publishes policies, and orders as needed. This position is focused on increasing the overall readiness of units supported by closely coordinating training for the flight facility with the Battalion. This Officer is required to perform aviation duties in the UH-60. Assist in preparing quarterly Unit Status Report (USR), annual training management, briefing materials, training site requests, and other reports and or requests as directed by the Facility and Battalion Commander. Responsible for accomplishing the Commander's plan and program to attain the unit's mobilization readiness objectives. Last minute notice of travel is possible and required along with extended work hours, weekends as needed by the command, in order to meet requirements and missions as necessary. Attend all unit training assemblies additional training assemblies, and annual training periods. Perform other duties as assigned.

Additional Requirements:

- Applicants must complete the UH-60 Qualification Course within 12 months of hire.
- Applicants must have working knowledge of the Microsoft Suite of Products (Windows XP, Word, Excel, Access, and PowerPoint) and the Aviation Mission Planning System and will be trained on the CAFRS (Centralized Aviation Flight Records System).

Specialty Qualification Requirements

- **Applicants must be 15A qualified.**
- Officers applying must meet the following eligibility criteria IAW NGR 600-100, Appendix E:
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no non-waivable convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.

Instructions for Applying

Applicants must, as a minimum, submit the following required documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information:

1. Applicant's Worksheet found at <http://www.calguard.ca.gov/cahr/Pages/ArmyAGR.aspx>. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position
2. NGB Form 34-1 dated 20101105 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one of the application.
3. Three-quarter-length photograph (from the quadriceps up) in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("Official" DA Military photograph is not required). Recommend 3 X 5 portrait, Best is 4X6 portrait.
4. Officer biographical summary.
5. DA 1059 showing Completion of Aviation Officer Basic Course and Initial Entry Rotary Wing training.
6. **Certified copy** of DA Form 2-1, Officer Record Brief (ORB), or Personnel Qualification Record (PQR).
([Certified Copy – See frequently asked questions](#))
7. All OER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's are not available.

8. **Certified copy** of current DA Form 705 (APFT), within six months for “on-board” AGR soldiers, and within 12 months for traditional guardsmen. Ensure that height and weight are annotated.
 9. Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
 10. Current IMR record printout from MEDPROS (Available on AKO).
<https://apps.meds.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
 11. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
 12. RPAS statement (NGB Form 23B retirement points statement).
 13. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
 14. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver's license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
 - **Submit application to:** Joint Force Headquarters, ATTN: NGCA-PEZ-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Please see the frequently asked questions on our web page. **DO NOT USE APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.**
- Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED. DO NOT SEND BINDERS.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.